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8 July 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Improving Communication Within  
the Office of Personnel

The following is a list of recommendations for improving communication between the Director of Personnel and all MP Careerists:

1. Distribute Vacancy Notices for all OP positions.
2. Encourage office and/or unit meetings in order to pass along OP or Agency information.
3. Advise MPers in foreign field of personnel changes at Headquarters. For example, notify all MPers overseas of the recent promotions.
4. Index, cross reference and encourage wide distribution of the Office of Personnel Memoranda and Notices. In some cases, the information in OPM's and OPN's should be announced Agency-wide. An example of this is the recent notice regarding elimination of three year Career Provisional status.
5. Encourage wider participation in the Skills Sessions. Insure all MPers see the Skills Session agenda each year. Provide MPers an opportunity to suggest courses they would like to see presented or eliminated. Reflect Skills Session attended on the Bio Profiles in the OPF or if this is not workable keep a record in the MPers Soft File held by the CMO.

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6. Publish a summary of each Skills Session and distribute to all MPers.
7. Conduct small, off the record, RAP sessions. Suggest one per month with 12 participants including two OPAGers. OPAG volunteers to set up the first four of these RAP sessions as a pilot project. It should be noted that we will invite the participants in order to facilitate a good cross section of MPers. We do not anticipate making the RAP sessions into gripe sessions.
8. Conduct RAP Luncheon. This can be done as in 7 above but would be sponsored (Dutch treat of course) by the Promotion Panel members as well as the Director of Personnel.
9. Utilize the OPGRAM as a vehicle to publish OP promotions, reassignments, panel members, upcoming training and who is going, and OPAG activities. Reflect in the OPGRAM the recommendation in six above. Report the status of recommendations presented at the Personnel Officers Conference.
10. Clarify the Chain of Command for Personnel Officers. Does he take all his problems to the CMO? We recommend that the three DD's or the Executive Assistant act as sounding boards for Personnel Officers with problems.
11. Insure that results of policy decisions made on the Chief level are passed down to the Indians in a timely manner so that the Indians (unit PO's) can act effectively. For example, if all MPers had attended the Skills Session on LOI's before they became mandatory, then much confusion would have been eliminated.

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12. Interview either formally or informally all MP Careerists especially those outside main OP so that if a problem occurs the officer would feel comfortable enough to come directly to the Director of Personnel or his designate to discuss the matter.

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 Chairwoman  
Office of Personnel Advisory Group

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